



Job Announcement

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Opening Date:	December 4, 2014	Closing Date:	December 18, 2014
Job Title:	Fiscal Accounts Technician I/II	Position Type:	Regular Full Time
PIN:	059879 & 059909	FLSA Status:	Non-Exempt
Location:	Circuit Court for Baltimore City Baltimore, Maryland	Grade/Entry Salary:	Level I- J7 \$32,033 - \$38,000 Level II- J8 \$34,039 - \$40,425
Financial Disclosure:	No		(Depending on Qualifications)

Regular State employees subject to promotion/demotion policy

Essential functions: The Fiscal Accounts Technician assists in the overall operation of the Accounting Department which includes reconciling agency accounting systems and developing automated spreadsheets. This position accumulates and reports financial data confirming to Generally Accepted Accounting Principles and verifies the accuracy of Source documents that are received into the accounting department. In addition, this position prepares and processes special fund checks, processes revenue deposits, processes and approves invoices for payment, prepares worksheets and specialized statements, analyzes and interprets records, as well as journalize and post transactions to ledgers. The Fiscal Accounts Technician also has procurement responsibilities such as preparing Judiciary requisitions in PeopleSoft and obtaining bids from vendors. This position will perform other duties as assigned.

Education: High school diploma or GED.

Experience: Level I- Two years of fiscal or accounting experience reviewing, verifying, recording, adjusting and balancing financial transactions.

Level II- Three years of fiscal or accounting experience; one year of experience must be reconciling agency accounting systems to fiscal control systems or developing automated spreadsheets, ledgers, and reports using accounting software packages or identifying budget trends and recommending budget realignments.

Note: Six college credits in accounting from an accredited college or university may be substituted for one year of the required experience.

Skills/Abilities: Knowledge of Generally Accepted Accounting Principles and procedures with a working knowledge of court procedures. Knowledge of common books of accounts and the process of monitoring financial records with internal controls and ability to apply this knowledge. Knowledge of the capabilities and applications of commonly used automated accounting software packages; basic knowledge of computer operations, excel spreadsheets and formulas, PeopleSoft, QuickBooks, and Word. Must have good organizational skills and the ability to prioritize their work responsibilities and duties. Must know how to operate a calculator, copy machine, fax machine, and printer. Good written and verbal communication skills. Skill in researching discrepancies in accounting and budgetary data and making necessary adjustments. Ability to set up and maintain spreadsheets and ledgers. Ability to develop report formats and prepares financial reports. Attention to detail and a strong mathematical aptitude. Ability to perform the essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, location and PIN number. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for materials sent to any other address.

Circuit Court for Baltimore City
Room 446 Courthouse East
111 North Calvert Street
Baltimore, MD 21202
Attn: Frank M. Conaway, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.